

# U.S. DISTRICT COURT DISTRICT OF DELAWARE

## **GUIDELINES FOR USE OF COURTHOUSE FACILITIES**

### **COURTHOUSE FACILITIES**

The Judges have adopted the following guidelines for counsel's use of the courthouse facilities. Please see that your staff and any subcontractors who use the facilities are familiar with them.

### **COURTHOUSE STAFF**

The Courtroom Deputies are generally responsible for the day to day use of the courtrooms. They are:

<b>Courtroom Deputy</b>	<b>Assignment</b>	<b>Telephone</b>
Francesa Tassone	Chief Judge Sue L. Robinson	302-573-6356
Anita Bolton	Judge Joseph Farnan, Jr.	302-573-6137
Gail Preston	Judge Gregory M. Sleet	302-573-6471
Neil Looby (Case Manager)	Judge Kent A. Jordan	302-573-6003
Keith Kincaid	Magistrate Judge Mary Pat Thyng	302-573-6128

If you have any questions about access to or use of our facilities  
you should speak to the **Courtroom Deputy**.

### **ACCESS TO THE COURTHOUSE**

The courthouse is generally open from 8:00 a.m. to 5:30 p.m. Court Security Officers are at the front door of the courthouse. Their telephone number is 573-6304. The lead Officer is Keith L. Ash.

If you believe you need to make special arrangements for access to the courthouse you should speak with the Courtroom Deputy.

### **DELIVERIES**

Large objects and boxes of papers can be unloaded at the French Street loading dock and brought to a courtroom floor on the freight elevator. For arrangements regarding access to the loading dock and freight elevator, call the Courtroom Deputy.

We will not allow you to use hand trucks or dollies with metal wheels in our facilities. Any hand truck or dolly must have soft rubber tires and bumper pads.

### **COURTROOM HOURS**

The courtrooms will be locked at the end of each trial day, and unlocked each morning before trial at approximately 8:00 a.m.

### **THE COURTROOM**

Check with the Courtroom Deputy before placing file cabinets, exhibits or other items in the courtroom. Instruct your staff that no item may be placed on or removed from the clerk's or judge's bench without the specific permission of the Courtroom Deputy. In addition, without that permission, no one may enter the jury room or jury box, or the area behind the clerk's or judge's bench.

You may not use the hallways, the courthouse lobbies or fire exit stairwells for storing, packing or unpacking items.

## **THE COURT'S AUDIO VISUAL EQUIPMENT**

The court may have the following equipment available for you to use during a hearing or trial:

- Chalkboards, dry erase boards and eraser easels
- Easels and easels with flip chart pads
- KISS-10 Board Fax
- Pointers
- 27" television monitors
- VCR
- Body microphones
- ELMO
- Overhead projectors

If you wish to use any of this equipment during a hearing or trial, you should speak with the Courtroom Deputy. He or she will review the equipment with you. You or your staff may not use certain equipment (such as the ELMO) until you demonstrate that you are familiar with it's proper use.

## **INSTALLING AND USING ELECTRONIC EQUIPMENT IN THE COURTROOM**

The Courtroom Deputy will provide you with specific instructions on installing and using electronic equipment in the courtroom. You should expect that you and your staff may use computers in the courtrooms.

The Courtroom Deputy will need to be present when any equipment or wiring is installed. All wiring will need to be covered by rubber wire protectors. Do not expect to be able to tape, tack or glue wires.

## **THE FOLLOWING ARE NOT PERMITTED IN THE COURTROOMS**

- Cellular Telephones
- Beepers
- Radios
- Cameras
- Camcorders/Video Recorders
- Tape Recorders
- Reading Newspapers, Magazines, etc.
- Food or Drinks ( Water and cups will be provided by the Court. )

## **COURTHOUSE SECURITY**

The U.S. Marshals Service provides security for the federal judiciary and maintains custody of pretrial detainees. The Marshal is David W. Thomas. The Marshals' office is on the first floor of the courthouse. Their telephone number is 573-6176.